

IPEDS Web-Based Data Collection, Winter 2003-2004
Edit Specifications for Fall Staff (long version - S1)
(Degree-granting institutions that have 15 or more full-time employees)

- Fall Staff (long version - S1) Screening Questions

Responses to screening questions determine whether or not particular components of the winter collection need to be completed. The two Fall Staff (long version - S1) screening questions follow:

- **Does your institution have any part-time employees?** ☐ Yes / ☐ No

If you answer Yes to the above question, you will be provided the screens to report part-time faculty and staff.

- **Does your institution employ any full-time faculty (instruction/research/public service)?** ☐ No / ☐ Yes

If you answer Yes to the above question, you must also select the appropriate contract length(s)/teaching period(s) below and you will be provided the screens to report full-time faculty working the appropriate contract length(s)/teaching period(s).

Contract length/teaching period

- A. Less-than-9-month (working for less than 9 months per year) ☐ Yes / ☐ No
- B. 9/10-month (working for 9 or 10 months per year) ☐ Yes / ☐ No
- C. 11/12-month (working for 11 or 12 months per year) ☐ Yes / ☐ No

- Part A (Full-Time Faculty (Instruction/Research/Public Service))

- **Faculty who work less than 9 months per year -**

The **total and grand total of full-time faculty by gender who work less than 9 months per year** are automatically generated based on the number of employees reported by gender and race/ethnicity.

- **Faculty who work 9 or 10 months OR 11 or 12 months per year -**

The **total and grand total of full-time faculty by gender who work 9 or 10 months per year OR 11 or 12 months per year** are automatically generated based on the number of employees reported by salary class intervals and race/ethnicity for each applicable part.

- **Part A Total Full-Time Faculty (working less than 9 months, 9/10, and/or 11/12 months per year/men and women) -**

The **total and grand total of full-time faculty by gender** are automatically generated based on the number of employees previously reported by race/ethnicity.

Also, refer to the section below called, Edits Across S1 Survey Parts, for edits performed on Part A data AND any other S1 part.

- Part B (All Other Full-Time Employees)

The **total and grand total of all other full-time employees by gender and primary occupational activity** are automatically generated based on the number of employees reported by salary class intervals and race/ethnicity for each applicable part. The **total and grand total of all other full-time employees by gender** are automatically generated based on the number of employees previously reported by primary occupational activity and race/ethnicity. Also, refer to the section below called, Edits Across S1 Survey Parts, for edits performed on Part B data AND any other S1 part.

- Part D (Part-Time Employees)

The **total and grand total of part-time employees by gender and primary occupational activity** are automatically generated based on the number of employees reported by primary occupational activity and race/ethnicity for each applicable part.

- Part E (Summary of Full-Time and Part-Time Employees)

The **total and grand total of full-time employees by gender** are automatically generated based on the total number of full-time faculty (instructional/research/public service) reported in Part A and the total number of all other full-time employees reported in Part B. The **total and grand total of part-time employees by gender** are automatically generated based on the total number of part-time employees reported in Part D.

- Part F (Tenure of Full-Time Faculty (Instruction/Research/Public Service))

The **total and grand total of full-time faculty by gender and tenure status** are automatically generated based on the number of full-time faculty reported by academic rank and race/ethnicity for each applicable part. The **total and grand total of full-time faculty by gender** are automatically generated based on the number of employees previously reported by race/ethnicity. Also, refer to the section below called, Edits Across S1 Survey Parts, for edits performed on Part F data AND any other S1 part.

- Part G (New Hires)

The **total and grand total of new hires by gender and tenure status** are automatically generated based on the number of employees reported by tenure status and race/ethnicity for each applicable part. The **total and grand total of new hires by gender and primary occupational activity** are automatically generated based on the number of employees reported by primary occupational activity and race/ethnicity. The **total and grand total of new hires by gender** are automatically generated based on the number of employees previously reported by race/ethnicity. Also, refer to the section below called, Edits Across S1 Survey Parts, for edits performed on Part G data AND any other S1 part.

-Edits Across S1 Survey Parts

• Part A versus Part F

The total number of full-time faculty by gender and race/ethnicity reported in **Part A** (contract length/teaching period) must agree with the total number of full-time faculty by gender and race/ethnicity reported in **Part F** (tenure status); otherwise, a fatal error will occur.

• Parts A and B versus Part G

The total number of full-time faculty reported in **Part A** must be greater than or equal to the number of newly hired full-time faculty reported in **Part G**; otherwise, a fatal error will occur.

The total number of full-time non-faculty (all other full-time employees) reported in **Part B** by primary occupational activity and gender must be greater than or equal to the number of newly hired full-time non-faculty reported in **Part G** by primary occupational activity and gender; otherwise, a fatal error will occur.

- Current Year Versus Prior Year Comparisons

The following table lists edits performed based on the total number of employees reported this year (current year - CY) compared to the total number of corresponding employees reported for the Winter 2001-2002 survey year (prior year - PY), which was the last year the Fall Staff component was required. (The reporting of Fall Staff data for Winter 2002-2003 was optional.) (NOTE: CY/PY edits are not performed if there is no PY data.)

Current Year (CY) / Prior Year (PY) Edits			
Total number of employees			
If CY value is	And PY value is	Expected CY range is	Action required
<25	<25	N/A (No CY/PY edits are performed)	None
>=25	>0 and <25	Between .75 and 1.3 of PY value	Explanation required
any value	>=25 and <=150	Between .75 and 1.3 of PY value	Explanation required
any value	>150	Between .85 and 1.2 of PY value	Explanation required

- Winter Cross-Survey Edit Specifications

Data in Fall Staff that are compared to data in other Winter survey components can be found at Winter Cross-Survey Edit Specifications